

UNITED STATES GOVERNMENT

*2-Way Memo*

Subject: Request for VIP Parking and Candy-Stripe Badge for  
Wednesday, 2 Nov 83

**INSTRUCTIONS**

Use routing symbols whenever possible.

**SENDER (Originator of message):**

Use brief, informal language.

Conserve space.

Forward original and one copy.

**RECEIVER (Replier to message):**

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

2 Nov 83

To : Chief, Headquarters Security Branch, PSD/OS  
Chief, Receptionist

STAT

Secretary to DD/ODP

FOLD

MESSAGE

FOLD

STAT

1. The visitor listed below will be coming to the Hqs Bldg to meet with  
[redacted] (DD/ODP) on Wednesday, 2 November 1983, at 3:30 pm.

Bill Wasson      Onyx Corporation      McLean, Virginia

2. VIP visitor parking lot in front of main entrance is requested.

STAT

3. Candy-stripe badge is requested. Call Mimi/Patty [redacted] for escort.

REPLY

Files: 1 - Security  
1 - Miscellaneous companies

From :

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

1. RETAINED BY ADDRESSEE

OPTIONAL FORM 27 (Rev 7-81)  
GSA FPMR (41 CFR) 101-11.6  
NSN 7540-00-082-2447